

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	3120	B. Billet Title	Research Platform Resources Manager
C. Grade Requested	O5 - CDR	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	3 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	1315 East West Highway	B. Street Address	SSMC3				
C. City	Silver Spring	D. State	Maryland	E. Country	United States	F. Zip Code	20910
G. Office	+1 (301) 734-1194	x		H. Mobile		I. Fax	+1 (301) 713-0158

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	Mark Vincent	2. Position	Deputy Director, Office of Policy, Planning, and Evaluation	3. Grade	ZP V		
4. Email	mark.vincent@noaa.gov	5. Office	+1 (301) 734-1270	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	Gary Matlock	2. Position	Director, Office of Policy, Planning, and Evaluation	3. Grade	SES-All		
4. Email	craig.mclean@noaa.gov	5. Office	+1 (301) 734-1184	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	Mark Vincent	2. Position	Deputy Director, Office of Policy, Planning, and Evaluation	3. Grade	ZP IV		
4. Email	mark.vincent@noaa.gov	5. Office	+1 (301) 734-1270	x		6. Mobile	

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office	OAR	2. Office, Center, or Lab	Office of the Assistant Administrator		
3. Division	Office of Policy, Planning, and Evaluation	4. Branch		5. Section or Team	

B. NOAA Goal/Subgoal	Science and Technology	C. Program	Holistic Understanding and Climate
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D. NOAA Org Code	54	E. NFC Org Code	5018000000000000	F. Project-Task	39WGR58-P00
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SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

Serves as the manager of research platform resources handled through the Office of the Assistant Administrator (AA) and the Office of Policy, Planning, and Evaluation to serve all OAR program elements including the Earth System Research Laboratory, Sea Grant Office, Office of Exploration and Research, Climate Program Office, Pacific Marine Environmental Laboratory, Atlantic Oceanographic and Meteorological Laboratory, and Great Lakes Environmental Research Laboratory. Additionally, on behalf of the AA, coordinates and provides advice on related issues. Is the primary contact between OAR and various research platform providers such as OMAO, UNOLS, private contractors, other agencies, and international collaborators to obtain ships and aircraft and associated instrumentation. Works closely with OMAO for allocation and scheduling of projects on ships and aircraft. Deals directly with OAR program directors and principal investigators to identify and justify platform requirements and coordinate scheduling of approved projects. The primary focus is expected to be on ships, aircraft, and their instrumentation supporting OAR research, and may involve issues related to moorings and other platforms as well. Very involved in OMAO short-term and long-range planning and processes, supports Fleet Council. Leads of the OAR Charter Panel, charter funds, and project prioritization, and funding decisions. Subject matter expert for all ship and aircraft issues, and OMAO subjects. Communicates and uses that expertise in various working groups, meetings, briefs, messages, and point papers up and down the chain of command.

SECTION 6 - DUTIES AND RESPONSIBILITIES

☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

☒ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

6A. Description of Duties and Responsibilities

- Conduct annual process to identify and prioritize research platform requirements for OAR.
- Brief complicated ship, aircraft, and OMAO issues to DAA and AA regularly via meetings and point papers.
- Communicate OAR platform issues to OMAO leadership. Propose resolution to problems and implement recommendations.
- Provide information and OAR's opinion on fleet and OMAO topics to DAA, AA, and CFO for NEP and NEC meetings, and PPE.
- Frequent meetings with and messages to OAR leadership involving fleet topics and plans.
- Communicate fleet, project, priority, and financial decisions from OAR leadership and from Fleet Council to all of OAR's programs and PIs.
- Member of Policy, Planning, and Evaluation (PPE) division. Participate in PPE meetings and provide input for tasks.
- Manage OAR Charter Panel (\$7M) composed of seven OAR programs and their representatives, funds, and project prioritization process. Lead project criteria development, lead project evaluation and funding discussions.
- Conduct strategic planning, develop innovative long-range solutions.
- Develop plans and obtain approval for allocation of OAR's resources for research platforms.
- Develop and communicate back-up plans, options, and additional scenarios for each potential fleet-related topic.
- Coordinate scheduling and monitor progress of approved cruises/projects between ships/aircraft and programs.
- Manage fleet discussions and conference calls with OAR program managers and PIs.
- Represent OAR in fleet negotiations.
- Works closely with multiple vessel commands, MOC-A, MOC-P, MAOC, and OMAO to obtain flight hours and sea days for OAR's work.
- Assist in developing NOAA Budget and strategic plan documentation to seek or to justify research platform resources as part of the NOAA planning process. Provide information to OAR's CFO, PPE, and Legislative Affairs branch for budget briefs.
- Serve as OAR's member of NOAA Fleet (weekly meetings, sometimes more) and Aircraft Working Groups, and related interagency or private groups to ensure sufficient access to platforms.
- Serve as OAR's technical representative for various OMAO and Fleet Council working groups, such as Performance Metrics, Integrated Process Team, strategic planning team, allocation team, etc.
- Conduct studies to resolve issues which affect OAR carrying out its research programs.
- Assist in developing NOAA Implementation Plan milestones and reporting progress as required.
- Serve, as necessary, as COTR or equivalent on contracts, grants, or cooperative agreements.
- Provide periodic reports on completed cruises/projects with recommendations on 'lessons learned'.
- Representative for executing OAR's Continuation of Operations Plan (COOP).
- OAR's lead Incident Coordination Center (ICC) representative.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)**6C. Resources Managed****1. Human**Does the Officer supervise personnel? ☐ Yes ☒ No Number of personnel supervised Grades of supervised personnel Will the Officer lead people, but has no supervisory responsibilities? ☒ Yes ☐ No Number of personnel led Grades of personnel led **2. Fiscal**Will the Officer have budget responsibility? Dollar Amount (K) **3. Assets** - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

No.

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

most all of the leadership competencies up to O4 are required for this billet, especially customer focus, problem solving, influencing others, speaking, and writing. The competencies for O5, particularly creativity and financial management are useful as well as the O6 and above competencies of strategic thinking and partnering. Other competencies will help the officer excel in the billet but are not required.

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- ☒ Officer of the Deck ☒ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☒ Buoy/Mooring Qualified
☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☒ Foreign Port Calls

B. Aviation Prerequisites

- ☐ Co-Pilot ☒ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Prerequisites

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Operational time at sea or on aircraft is critical to this assignment. Sea experience is more useful for this position than pilot experience. Command experience in aircraft or on a ship is particularly useful.

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Familiarity with government budget process is necessary. Familiarity with OAR's labs, programs, and missions is useful.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input type="checkbox"/> Core Values & Conduct <input type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input checked="" type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input checked="" type="checkbox"/> Creativity & Innovation <input checked="" type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input checked="" type="checkbox"/> External Awareness <input checked="" type="checkbox"/> Strategic Thinking <input checked="" type="checkbox"/> Political Savvy <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Partnering

Leadership Development Comments (Optional)

Communications skilled will be strengthened as speaking, listening , and writing are used daily to various levels. Adaptability and problem solving skills will be honed with changing budget and planning scenarios. Team building and influencing others is important in charter fund duties and various OMAO working groups as well as with getting buy in from leadership and PIs. Decisiveness and creativity are important for developing immediate and long-term solutions for multiple issues, analysis. The O6 and above competencies are utilized in various tasks working with NOAA and external partners and strategic planning.

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- ☒ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☐ Dynamic Positioning ☐ Boat Deployment ☐ MedPIC
☐ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☒ Buoy/Mooring Qualified
☐ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Development

- ☐ Co-Pilot ☒ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Development

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

- Technical knowledge regarding OAR's missions, labs, programs, moorings, research, and scientific gear will be gained.
- Knowledge of all NOAA vessels and aircraft, plus UNOLS vessel and charter vessel capabilities will be gained.
- Knowledge of OAR project requirements will be learned.
- Familiarization with foreign research clearance process gained.
- Expertise with Fleet Council and fleet allocation planning and processes will be gained.
- Communication skills will be honed.

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

- percentage of Fleet Council, NEP, and NEC meetings for which DAA, AA, and/or CFO was prepared.
- respond efficiently and comprehensively to queries from OAR leadership, labs, PIs, PCO, etc.
- ability to create options and back-up plans for various fleet decisions and scenarios so that OAR is ready for each possibility.
- level of preparedness of DAA and AA for Fleet Council, NEP, and NEC meetings.
- level of customer satisfaction to labs, programs, and PIs.
- level of optimization of OAR platform requests with resources and budget.
- number of ships/aircraft OAR utilizes per year.
- number of projects receiving NOAA ship/aircraft time and charter funds.

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature

Alexandra Von Saund

2. Date

16 July, 2012

3. Name

Alexandra Von Saund

4. Title/Position

Research Platform Resources Manager

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature

Mark Vincent

2. Date

July 16, 2012

3. Name

Mark Vincent

4. Title/Position

Deputy Director, PPE

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature

Gary Matlock

2. Date

July 16, 2012

3. Name

Gary Matlock

4. Title/Position

Director, Policy, Planning, and Evaluation

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approve of this billet."

1. Signature

CDR Todd Bridgeman

2. Date

2/28/2013

3. Name

CDR Todd Bridgeman

4. Title/Position

Chief, Officer Career Management Division

E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

1. Signature

RADM Michael S. Deery

2. Date

12 MAR 13

3. Name

RADM Michael S. Deery

4. Title/Position

Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

